



## JOB DESCRIPTION

**Job Title:** AR - Invoicing Specialist

**Facility:** Brooklyn Park

**Department:** Accounting

**Reports to:** Finance Manager

---

### SUMMARY

To provide invoicing processes for the accounting department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Review and edit returned pro-forma invoices in preparation for final invoicing.
- Enter and print final invoices.
- Review and post invoicing transactions.
- Data entry of sales tax receivable
- Prepare postage invoices as requested by Customer Service.
- Perform duties of other Accounting Team Member in their absences or as needed.
- Understand your role in the companies' Quality Management System regarding ISO.

### QUALIFICATIONS

- 2 Year Accounting Degree or Equivalent Experience in Accounting.
- Good working knowledge of Excel.

### PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*